

The University of Alberta
REPORT OF THE UNIVERSITY LIBRARIAN
TO THE PRESIDENT
For the period
April 1, 1953 to March 31, 1954.

The University of Alberta
Edmonton, Canada.

The Rutherford Library
April 29, 1954.

President Andrew Stewart,
University of Alberta,
Edmonton, Canada.

Dear Dr. Stewart:

I have the honor to present the report
of the Library for the academic year 1953-54.

All of which is respectfully submitted.

Marjorie Sherlock,
Librarian.

Report of the University Librarian.

1953 - 1954

USE OF THE LIBRARY

The three libraries which compose the University Library -- the Rutherford Library, the Education Library, and the Library of the Calgary Branch -- have just completed the busiest year in their history. During the past three years the students have "discovered" their library and its value to them in their work. This has entailed a much heavier use of books and reference materials in all departments, as well as a marked increase in the use of the reading rooms for study.

A comparison of figures for the three years is instructive. Attendance* for the three libraries for 1951-52 was 181,417; for 1952-53, 308,481; for 1953-54, 340,360. Total circulation for 1951-52 was 148,602; for 1952-53, 160,348; for 1953-54, 176,068. Since in most of the reading rooms the books and journals are on open shelves directly accessible to readers, the actual use made of the books is many times greater than that shown by the recorded circulation figures.

Summer Session - 1953

The Summer Session, with a registration of approximately 1700 made heavy use of the Library. To relieve the strain on the Education Library a number of the larger education classes were again scheduled at the north end of the Campus and the books for these courses were circulated from the Rutherford Library.

The Reserve Reading Room and the Browsing area were again kept open in the evenings. More books were circulated from the Browsing area during July than during any single month since the Rutherford Library was opened, indicating that the Summer School students appreciate the opportunity to read current books of general interest, apart from those required for their courses.

Evening Classes

With the offering of evening classes for credit by the University, the Library made special arrangements to enable these borrowers to obtain books from the stacks during the evenings, as well as professional reference assistance. Increased library hours are planned for the coming year which will make it possible to offer fuller stack service to these students in the evenings.

* A count of readers is taken once an hour in the various reading rooms except the Smoking Room which is unsupervised. This figure therefore represents actual reading hours.

Use of the Library by outside readers

It is impossible to estimate the time spent in helping people outside the University to find the technical information they need. This work is increasing all the time, and readers such as these usually require much more assistance than students or faculty, as they are not familiar with the Library. Much of the burden of this work falls on the Main Reference department and the Medical and Applied Science Reading Rooms.

At the present time any adult may use the Library for reading and reference, but borrowing privileges are extended only in certain specific cases -- to Dominion, Provincial and Civic officials needing research materials, to the Friends of the University, to Alumni of this University or research workers from industrial organizations for a specific technical problem, and only when the books are not required for student use. For many years this service has been given from our Medical Library to Medical and Dental practitioners in the province, with a resultant heavy load on books and staff time.

As the only large research library in the area we recognize an obligation to supply this service and are happy to do so within the limits of our capabilities, but it is a question of how much farther we can go with our present staff, without interfering with the proper performance of our work for students and faculty.

LIBRARY SUB-COMMITTEE

This Committee met four times during the year. It discussed numerous problems connected with library policy and service, and approved the expenditure of reserve funds for the building-up of back files of journals and other research material.

The Committee supported a request to the Board of Governors for increased book funds, based on the University's expanding program and the resultant increase in the Library's service load. As a result of these representations the fund for books, journals and binding has been increased by approximately 35%.

The Committee also approved a survey of the book-needs of the various teaching departments, to be carried out by the Library during the summer of 1954. This survey will form the basis for a revision of departmental book appropriations.

REORGANIZATION OF SERVICES

The reorganization of the various library departments and reading rooms, which was begun during our first year in the Rutherford Library was continued during the year. Simplification of routines and standardization of forms for the various areas

have been carried out. Staff manuals have now been prepared to increase efficiency and give continuity. The purchasing and distribution of all supplies has now been centralized under the Order department. A new method of recording book purchases and of informing the teaching departments of incoming books in their special fields, has been worked out and will be put into effect this coming year.

Inventory and Reclassification

During the past two summers a full inventory of the library has been completed -- the first in many years. During the process much out-worn or outdated material was discarded, with the advice of members of the teaching staff, preparatory to the reclassification of the collection according to the Library of Congress scheme.

This reclassification program, which we estimate will require four years for completion, was authorized by the Board of Governors in April 1952. Now at the end of two years' work the Chief Cataloguer reports the project running to schedule, with approximately one-half of the work completed. Two landmarks in this project were passed this year with the completion of the Medical and the Applied Science collections. Work has now begun on the Main Stack collection and it is hoped to have the Literature section completed by the beginning of the Fall term.

The temporary shelving of books under two classifications, necessitated by this process, is making increased work for the library staff and a certain amount of confusion for stack users, but the need for the change from the outmoded Cutter system has been so apparent and pressing that everyone is bearing the inconvenience with good will. The satisfactory results in the two Reading Rooms which have been completed fully justify the temporary dislocation during the process.

STAFF

The Library during the past year has had a full-time staff of 32, of whom 16 were qualified librarians. In addition, a professional cataloguer and a typist are employed during the period of reclassification.

Student Assistants

In staffing the Library an attempt is made to employ student assistants wherever possible for the routine and more mechanical work, such as reserve book circulation, stack service, shelving, and the physical processing of books. This enables us to augment the staff during those periods of the year and hours of the day when the service load of the library is heaviest.

The financial assistance afforded to the students employed is of considerable importance to them. That they want and need this assistance is shown by the fact that we always have many more applicants than we can employ.

During the past term 60 student assistants were employed for varying periods weekly -- 6 in Calgary Library, 16 in the Cataloguing department in processes connected with reclassification, and the remainder in the Circulation department, the stacks, and various reading rooms, assisting at the desk or shelving books.

SPECIAL FACILITIES

The special facilities of the Rutherford Library continue to give satisfaction to readers and staff. The Browsing area has been used to capacity all year. The books displayed here include the best current publications in all non-technical fields -- biography, fiction, travel, international affairs, poetry, fine arts -- selected and displayed to permit students to see and handle good general books and to form the habit of reading for its own sake, apart from the more purposeful reading for their University courses. In 1952-53 there was a 90% increase in the use of this area and a further increase of 40% in 1953-54.

During the year, the exhibits in the various cases in the main rotunda were changed monthly under the direction of the Order Librarian, and were a source of interest and pleasure to library users and visitors. Rare books, manuscripts, pictures, Roman and Venetian glass, Greek pottery, Canadiana, antiquities and curios from Egypt, the Congo and the Canadian Arctic were included in the displays.

The Music Room continued to give pleasure to a regular and increasing group of listeners. Daily noon-hour programs were arranged by three senior Music students under the general supervision of a member of the library staff, and were well attended. The late afternoon programs were discontinued because of poor attendance, but the weekly evening presentations of a full opera, symphony, or recorded play were well attended. The latter included Steven Vincent Benet's John Brown's Body; Ibsen's Hedda Gabler; T.S. Eliott's Murder in the Cathedral; The Medea, with Judith Anderson in the title role, and Hamlet, Macbeth, Othello, and Romeo and Juliet. The room was also used for class listening periods by the Department of English.

The Projection Room, equipped with motion picture and slide projectors, was used on an average of 60 hours monthly, by the teaching staff for illustrated lectures. It was also used extensively for special refresher and short courses, and for evening meetings by campus and overtown organizations. The Seminars were used 122 hours weekly for regular classes, as well as for moot courts, conference groups, evening classes, extension short courses, and campus study groups.

Visitors to the Library

The Rutherford Library continues to draw a stream of visitors throughout the year, to see the building and to visit the Art Gallery and Indian Museum on the third floor. These include visitors from other campuses, school children in organized groups, interested citizens, parents of students, and tourists. On the Saturday and Sunday of Varsity Guest Weekend 1600 people toured the building and smaller groups are shown over the building constantly.

STOCK OF BOOKS

During the year, 7,793 new volumes were catalogued for the collection. This figure is less by some 1600 than that for the preceding year, attributable to the strain of reclassification on the Cataloguing department and to temporary staff shortages there. 1,712 worn or outdated volumes were withdrawn from the collection giving a total of 148,917 accessioned volumes in the Library as of March 31, 1954.

It should be noted that much other material was added during the year which does not show in the accession record, including the Gonsett collection of Ukrainian literature, numerous long runs of journals not yet bound, documents and maps, and considerable material in microfilm form.

REPORT OF THE LIBRARY DEPARTMENTS

Order Department

This department is responsible for the ordering of all books, supplies and equipment for the entire library. It consists of the Order Librarian, a clerical assistant and one student assistant.

Order work was maintained at its usual level this year, with the addition of numerous back files of periodicals approved for purchase by the Library Sub-Committee. 5,094 volumes were received on order, and 1,059 received and acknowledged as gifts. Supplies ordered totalled 624 items.

The department continues to sort and process uncatalogued material which has been in dead storage for some 20 years or longer because of lack of shelf space. This is being checked, bound and catalogued as rapidly as the pressure of other work permits. An additional 1,000 volumes were processed this year, and hundreds of duplicates were either stored for replacement or set aside for exchange -- a very dusty and time-consuming task.

New processes and routines for ordering have been set up, involving the use of multiform order slips, which will keep the files complete at all times, lessen the danger of duplication, and enable us to give quicker notification to the teaching departments regarding books they have requisitioned.

Cataloguing Department

This department normally consists of three professional cataloguers and three typists. At present it is augmented by an additional cataloguer and an additional typist during the reclassification period. This year the department was short one cataloguer for a three-month period.

As during the previous year, all activities of the department were overshadowed by Reclassification. To date all bound periodicals in the library have been reclassified, as well as the entire collections in the Medical and Applied Science libraries. Work is now progressing in the Main Stacks.

With the addition in 1952, to the regular staff, of student assistants equivalent to three and one-third full-time assistants, the work has progressed in a very satisfactory manner. Great credit is due to the Chief Cataloguer, Mr. Peel, and his First assistant, Miss Hicks, for their efficient organization and direction of the undertaking. To March 31, 1954, 43,702 volumes have been reclassified.

The year's work of the department included 8,571 volumes accessioned; 7,733 volumes catalogued; 28,529 volumes reclassified; 24,419 volumes lottered; 1,712 volumes withdrawn; and 103,261 cards typed.

Reference Department, Periodicals and Binding

The function of a Reference department is to direct the reader to information in books, documents, periodicals, maps and pamphlets, and to instruct him in the use of all the library's materials through the use of indexes, bibliographies, lists, catalogues.

This department, consisting of three professional librarians, and two clericals plus a number of student assistants, provides general reference service to faculty and students, including interlibrary loan service for the faculty. It is responsible for the microfilm and microcard equipment, maps, pamphlets and documents, and for the Rare Book collection, including the Rutherford collection of Canadiana. It is also responsible for the ordering and circulation of current periodicals, and the binding of books and journals for the entire library.

During the session 1952-53, the attendance in the Reference Reading Room was 64,899, as compared with 35,637 the preceding year. There was a further notable increase in the use of this reading room in 1953-54, when attendance was 86,532. There was a corresponding increase in requests for reference service and in the circulation of special reference materials.

During the session 1952-53, the use of the Periodical Reading Room more than doubled, with an increase of 121% in attendance, and 169% in circulation. This past year has shown a further increase of 30% in attendance and 74% in circulation. Heavy use has been made not only of the current journals in the reading room, but of the unbound back files in the stacks. This great increase in the use of journals is of particular interest since in the old library quarters the students had no direct access to them.

Until the Library moved to its new quarters in 1951, lack of space prevented the maintenance of a documents collection. In the past three years we have been engaged in setting up such a collection, and the building up of back files, as well as the acquisition of current documents has gone steadily forward. This work requires a great deal of preliminary checking, listing, recording, stamping, and shelving of documents each week. 5,850 documents were processed this past year.

We are a depository library for F.A.O. material and receive it as published, as well as selected material from Unesco. Last year the Library purchased a complete set of United Nations Official Records, to which we are adding current Records as published.

With the institution of courses in Geography this past year, our map collection is being greatly augmented. 2,600 maps were processed in 1953-54, with many more awaiting cataloguing or on order.

Last year a collection of University Archives was organized and has now been completed under the following heads: Theses; Staff publications; Calendars; Examination papers; Gateway files; New Trail files; Alberta Folklore Collection.

During the year a total of 1,696 current journals were received; 1,936 journals or books were bound or rebound.

General Circulation Department

This department, with a staff of two professional librarians, three non-professional graduates, and one clerical assistant, augmented by student assistants, is in charge of the Main Delivery desk on the second floor, and of the Browsing Area and book collections there, as well as the Reserve Reading Room and the stacks.

Circulation during the year from the Reserve Room was 36,014; from the Browsing Area 1,659; from the Stacks, 27,988 -- a total of 64,570, as compared with 64,726 in 1952-53. It is to be remarked that circulation for the Winter Session was higher than that of last year while there was a decrease in circulation to the Summer Session.

Attendance for the year was: Reserve Room 61,725; Browsing Area 18,353; Stack users 6,898 -- a total attendance of 86,976 as compared with 78,676 the preceding year.

The reclassification of the book collection has caused considerable inconvenience and dislocation in the circulation service during the past two years, owing to the temporary rearrangement of the books under two schemes. This has made it difficult for the staff to locate and to shelve books, and has necessitated the expenditure of much time in helping stack-users locate the books they need. Now that the reclassification of Tier 6 of the stacks (the Literature section) has begun, a major shifting of the books on that floor has become necessary, which is being done this spring. It is hoped to have order restored and the new scheme set up by the fall.

REPORT OF THE BRANCH LIBRARIES

Applied Science Reading Room

This reading room serves the Faculties of Agriculture and Engineering, and the Department of Chemistry. The staff consists of the Applied Science Librarian, one other professional librarian, and one graduate assistant (both shared half-time with the Medical Reading Room) and a number of student assistants.

Circulation figures give no indication of the use actually made of the books, since most of the books and the current and bound journals are on open shelves. Circulation for use outside the building for the year was 9,533 as compared with 8,820 the previous year.

Circulation figures give no indication of how much busier this reading room was than last year. Reference questions have jumped from 528 to 894, many of them coming from research men outside the University staff, who come to the Library to use our Engineering and Industrial Arts Indexes, and our technical journals, and who require much reference assistance.

Use of the reading room for study continues to grow, with an attendance of 32,616 as compared with last year's 29,815.

The resignation of Mr. John Dutton, to become Librarian of the Lethbridge Public Library, left this reading room and the Medical Library short-staffed during April, May and June.

Reclassification of the book collection also placed a strain on the staff, as volumes were frequently away being recatalogued just when they were most needed. This process was completed in March of this year, and service is now restored to normal.

Law Reading Room

Service in this reading room is given by the Law Librarian, one part-time graduate assistant, and five student assistants. Use of the library was greatly increased during the past year. Attendance was 31,193, an increase of 27% over that of 1952-53.

Books in the reading room and the adjoining law stack room are freely accessible to law students so no figures for their use are available except for the comparatively small group of text-books and journals which circulate for over-night use. Circulation of these was 4,616, an increase of 77% over last year. There was a 20% increase in reference questions answered.

In the summer of 1953 the Law Librarian attended a Law Librarian's Institute at the University of California conducted by the Librarian of the Columbia University Law School, where many problems connected with law library work were studied and resolved.

Medical Reading Room

This reading room serves the Faculties of Medicine and Dentistry, and the Schools of Nursing and Pharmacy. Most of the books and current journals are accessible to readers on open shelves, so statistics give no information on their use in the Library.

Circulation for home-use for the year was 15,240 as compared with 15,784 last year. The evening attendance of 3,644 showed an increase of 39%, and the day-time attendance of 17,341 an increase of 24% over last year. These statistics would seem to indicate that the circulation of books and journals outside the Library is levelling off after the very considerable increases of the past two years. On the other hand the students are relying more heavily upon the Reading Room as their place of study.

22985

During the year, 3,976 items were circulated to medical and dental practitioners in the province -- an increase of 14% for Edmonton doctors and 18% for those outside the city.

This year the reclassification of this collection was completed. The scheme used here is that of the U.S. Army Medical Library. The great advantage of this system is already apparent, even after so short a period of use. The medical men are much better satisfied to have the journals arranged in alphabetical order again, after a short experience of arrangement by subject.

Education Library

This branch library is housed in the Education Building at the south end of the campus, and is staffed by the Education Librarian, one graduate and two clerical assistants, plus a number of student assistants.

In September 1953, a former study room directly above the Education Library was converted to a Reserve Reading Room. For the first time we have been able to provide a quiet and well-supervised place of study for the Education students, and such heavy use has been made of this room that we wonder what we did before we had it.

Circulation during the year was 43,127 as compared with 41,102 the previous year. Attendance increased to 30,199 from the 1952-53 figure of 11,399.

This year an Education Library Committee consisting of three members of the Faculty with the Education Librarian as Secretary, was organized to advise on the selection of books for the collection, and on methods of improving and expanding library service.

For three weeks commencing May 23, 1953, the Education Building was the headquarters for a workshop on educational administration, which was sponsored by the Kellog Foundation and carried out by the Canadian Education Association. More than 50 administrators and superintendents from the ten Canadian provinces participated. The group made extensive use of the Education Library and of the many new books which were purchased for their use. An even larger number of delegates (74) will be in attendance at the 1954 session.

Calgary Branch

This library serves the students and faculty in Education, and Arts and Science. During the year, 1,128 volumes were added to the collection which at March 31, 1954 numbered 16,459 accessioned volumes.

During the year, the Branch librarian with one full-time clerical and six student assistants circulated a total of 17,272 books, journals and pictures, an increase of 2,838 over last year's figure. As this is an open-shelf library in which readers have direct access to the shelves, the use of the materials in the reading room is many times greater than this figure.

Attendance for the year was 40,035; Reference materials used 2,662 items; interlibrary loan for members of the faculty, 102. Current journals received, 77.

A picture of the past five years is interesting. It would seem that the policy of the adoption of text-books and the placing of more books on Reserve has resulted in more reading in the library, with a falling-off of books going out overnight from stacks or reserve shelves. In the five-year period, attendance and the use of Reserve books in the reading room have increased in inverse ratio as overnight loans have decreased, offering further proof that, with improved facilities, the library is becoming the true study-centre of the campus.

The Library Committee was reorganized this year and consists of two representatives from each of the Faculties of Arts and Science, and Education, with the Branch Librarian as Secretary, and the Director and Assistant Director as members *ex officio*. This Committee advises on the selection of books and journals and other aspects of library service.

ACKNOWLEDGEMENTS

The Librarian gratefully acknowledges the support and assistance received from the President and Board of Governors during the past year, and the contribution made by the Library Sub-Committee, the various faculty library committees, and many members of the faculties and administration, who have devoted time and thought to library matters.

Particular acknowledgement is due to the members of the Library staff by whose loyal and unstinted efforts the reorganization of the library has been accomplished, and the service built to its present satisfactory level.

GIFTS

We are grateful for gifts to the Library from the following individuals and organizations: -

The College of Physicians and Surgeons, a grant of \$300 for the purchase of books for the Medical Library;

The Alberta Tuberculosis Association, a grant of \$200 for the purchase of books on Tuberculosis;

The Canadian Cancer Society, \$225 for the purchase of books on cancer;

Mrs. Irene Gonsett a further gift of \$500 for books for the Gonsett Collection of Ukrainian literature;

Professor C.R. Stelck, a set of the Memoires de la Comité Géologique de la Russie, valued at \$850;

GIFTS (Continued)

The British Council, 79 books to the approximate value of \$500, following a display of British Books in the Library in May 1953.

The Alliance Francaise, Calgary Branch, a gift of 25 books
and the sum of \$45 to pay for their binding;

The graduating class of 1953, a cheque for \$110 towards the purchase of a display case;

The University Musical Club, \$75 for the purchase of recordings for the Music Room;

The Smithsonian Institution, 50 volumes of the U.S. National Museum. Proceedings;

The American Consuls in Edmonton and Calgary, a collection of 100 titles:

Mrs. E.T. Mitchell, a collection of 300 volumes on philosophy, from the library of the late Prof. E.T. Mitchell, of the University of Texas, a graduate of the University of Alberta;

The French Embassy, Vancouver, a collection of French books for the Calgary Library;

The Belgian Consul for Alberta and the N.W.T., a set of books on Belgium and the Congo, in three volumes.

And from numerous other sources, gifts of books, recordings and pictures all of which have been duly acknowledged.

Library Staff as of March 31, 1954

Administration

Marjorie Sherlock, M.A., B.L.S. Librarian
(Mrs.) Helen Osoba Secretary

Reference

/ Dorothy Hamilton, B.A., B.Sc. in L.S., Reference Librarian
A.M.L.S.
/ Melba Morrison, B.A., B.L.S. Junior Librarian
/ Lois Carrier, B.A., B.L.S. Junior Librarian
/ Penelope Clark, B.A. Non-Professional Graduate
/ Lillian Young Clerical Assistant

Cataloguing

> Bruce Peel, M.A., B.L.S.
> Carol Hicks, B.A., B.L.S.
> Denys Noden, B.A., B.L.S.
> Rosalie Scott
> Barbara Williams
(Mrs.) Alice Bailey, B.A.
> Sheila Caley

Chief Cataloguer
Classifier
Classifier
Clerk-Typist
Clerk-Typist
Clerk-Typist
Clerk-Typist (during
Reclassification)

Circulation

> Norma Freifield, B.A., B.L.S.
> Dorothy Ryder, B.A., B.L.S.
(Mrs.) Avery Fleming, B.A.
> Marjorie Free, B.A.
(Mrs.) Jane Alton, B.A.
> Patricia Noble

Circulation Librarian
Junior Librarian
Non-Professional Graduate
Non-Professional Graduate
Non-Professional Graduate
Clerical Assistant

Orders

Lilian Leversedge, B.A., B.L.S.
(Mrs.) Marijane Stogryn

Order Librarian
Clerk-Typist

Applied Science Reading Room

(Mrs.) Emma MacDonald, B.A., B.L.S.
Phyllis Russell, B.A., B.L.S.
Margaret Hardy, B.A.

Applied Science Librarian
Junior Librarian (half-time
with Medical Reading Room)
Non-Professional Graduate
(Half-time with Medical
Reading Room)

Law Reading Room

Mills Shipley, LL.B., B.L.S.
(Mrs.) Jane Alton, B.A.

Law Librarian
Non-Professional Graduate
(Part-time)

Medical Reading Room

Blanche Giffen, M.A., B.Sc. in L.S.
Phyllis Russell, B.A., B.L.S.
Margaret Hardy, B.A.

Medical Librarian
Junior Librarian (half-time
with Applied Science R.R.)
Non-Professional Graduate
(half-time with Applied
Science Reading Room)

Education Library

Emily Clever, Dip. in L.S.
(Mrs.) Jean Willey, B.A.
Norma Noble
Audrey Allison

Education Librarian
Non-Professional Graduate
Clerical Assistant
Clerical Assistant

